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Department of  
Education**

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# Messages From the Department of Education

July 2013

## Table of Contents

Elementary and Secondary Education Act (ESEA) Waiver .....	Page 2
Certification .....	Page 2
Data .....	Page 3
Grants and Requests For Proposals (RFP) .....	Page 4
Hearings .....	Page 5
School Approval Standards .....	Page 5
Professional Development.....	Page 5
Department Staff Updates .....	Page 7
Resources .....	Page 7
Other	
• Awards.....	Page 8
• Conferences/Workshops.....	Page 8

## **New Hampshire Receives Elementary and Secondary Education Act (ESEA) Flexibility Waiver**

The U.S. Department of Education has approved a request from New Hampshire for a waiver of 10 different sections of No Child Left Behind (NCLB). New Hampshire (NH) joins 38 other states and the District of Columbia in receiving waivers from NCLB.

The NH Department of Education received widespread support for the waiver application, working extensively with multiple stakeholders, including the New Hampshire State Board of Education. The department has approached the waiver process from the perspective that anything we do must be consistent with New Hampshire's unique local control character.

The continuation of NCLB is having a stifling effect on the progress of NH schools seeking to improve and innovate, and is no longer serving the needs of students. NH has put forth a comprehensive reform plan that collectively moves our schools toward the goal of providing every student with a high quality education that prepares them for college and career. These new systems maintain the strengths of NCLB: to protect our most underserved students, and will better help to deliver on our promise of high achievement for all students. They are designed to improve educational outcomes for all students, close achievement gaps, increase equity, and improve the quality of instruction.

We're extremely proud of the waiver request and we couldn't have completed it without the combined efforts of educators, stakeholders and the general public. For more information please go to [www.education.nh.gov/accountability-system/index.htm](http://www.education.nh.gov/accountability-system/index.htm).

Contact: Heather Gage, (603) 271-5992, [Heather.Gage@doe.nh.gov](mailto:Heather.Gage@doe.nh.gov)

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### **CERTIFICATION**

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#### **A. Endorsements and HQT: 2012-2013 Federal Reporting**

Please check Educator Information System (EIS) to see that your teachers are highly qualified and certified for the courses they taught during the 2012-2013 school year. HQT data will be extracted from EIS this fall for the second time. Many educators' profiles were updated last year with HOUSSE and transcript review details. This year's work should be much easier. Additionally, assignments are sometimes entered incorrectly or in a way that the HQT status of an educator may not be properly verified. To see the areas in question, please login to the EIS and click on tabs found on the top of the page ("HQT" or "Uncertified").

Contact: Ginny Clifford, (603) 271-3455, [Virginia.Clifford@doe.nh.gov](mailto:Virginia.Clifford@doe.nh.gov)

#### **B. Praxis Exams**

The NH State Board of Education recently approved the passing scores for several new Praxis exams. Please be certain to check the New Hampshire information on the ETS Web site ([www.ets.org/praxis/nh/requirements](http://www.ets.org/praxis/nh/requirements)) before choosing to take a test. ETS may still be offering tests in other parts of the country that NH has dropped. Students need to find the correct test number for New Hampshire to be certain they take the right test.

Contact: Ginny Clifford, (603) 271-3455, [Virginia.Clifford@doe.nh.gov](mailto:Virginia.Clifford@doe.nh.gov)

**C. Renewal Late Fee**

Please inform educators whose credentials expired June 30th of this year, that the late fee (\$50.00) was re-instated and will apply to all employed educators whose transmittal form or their online renewal is received after June 30, 2013. While components of the new on-line system were being developed and implemented, that fee had been suspended to allow for adjustment to the new process.

Contact: Judith Fillion, (603) 271-3855, [Judith.Fillion@doe.nh.gov](mailto:Judith.Fillion@doe.nh.gov)

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**DATA**

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**A. End Of Year (EOY) i4see Data Collection 2012-2013:**

Following are the dates for i4see end of year submissions:

- July 15 – Final EOY Submissions (both EOY Enrollment and EOY Academic) – submissions should be district verified by July 15 – Do NOT certify at this time
- July 15 – Sped Public Submission and EOY Enrollment for Sped Nonpublic students
- July 15 – State Scholar Submission for participating High Schools (12th grade participants only) and Course and Class Submissions for school year 2012-2013.
- July 15 to August 1 – All state anomalies MUST be resolved and District Reports confirmed
- August 1 – Superintendents “certify” EOY submissions and print, complete, sign, and send “Tuition Report Receiving,” “Nonpublic 12-13 Special Education Students (A13N),” and “Nonpublic 12-13 Non-Special Education Students (A13 Other)” reports
- August 1 to October 31 – The DOE will review all submissions and contact SAUs with questions
- November 1st – Superintendents should print, sign and submit “Determination Sign Off” report for each district.

Contact: Sandy Hyslop, (603) 271-2831, [Sandy.Hyslop@doe.nh.gov](mailto:Sandy.Hyslop@doe.nh.gov)

**B. NECAP Label Requests for Fall testing.**

- The i4see Workbench will open on July 15, 2013 through August 14, 2013 to accept NECAP Label Requests
- Although testing is for grades 3-8 and 11, please submit ALL grades PreK-12 for populating Performance Plus
- Please be sure the label requests contain the correct grade for the students being tested this Fall.

Contact: Sandy Hyslop, (603) 271-2831, [Sandy.Hyslop@doe.nh.gov](mailto:Sandy.Hyslop@doe.nh.gov)

**C. PerformancePLUS Update**

Use PerformancePLUS to improve your instruction. Please contact Irene Koffink if you would like to have a trainer come to your school or provide assistance. You can also:

- Visit the NH Networks to join in on the Data Analysis Conversation
- Let us know if you need to get any of your local or national assessments into PerformancePLUS — we can help.
- We have our first school that setup an on-line benchmark assessment in PerformancePLUS — let us know if you want to learn more.

You can use PerformancePLUS to document individual student learning styles, goals for next year, etc. -- learn more about creating Individual Learning plan. We have lots of supports available and coming for PerformancePLUS.

Contact: Irene Koffink, (603) 271-3865, [irene.koffink@doe.nh.gov](mailto:irene.koffink@doe.nh.gov)

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**GRANTS and REQUESTS FOR PROPOSALS**  
**ALL RFPs Can be Found on the Department Web site at**  
**[www.education.nh.gov/rfp/index.htm](http://www.education.nh.gov/rfp/index.htm)**

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**A. New Hampshire Investigator/Educator Services**

The contractor will provide investigative services regarding complaints of educator misconduct. Applications due: 4:30 p.m., Friday, July 19, 2013.

Contact: Marjorie Schoonmaker; (603) 271-3620; [Marjorie.Schoonmaker@doe.nh.gov](mailto:Marjorie.Schoonmaker@doe.nh.gov)

**B. Oversight of the Ongoing Development and Implementation of the Educator Information System. (EIS)**

The contractor will assist the DOE with the ongoing development and implementation of the EIS project. The Department is in the final stages of implementing a custom EIS that replaced a MS: Access solution. The vendor providing services under this contract will assist the Department in refining the functionality of the new system and its relationship to other DOE data systems. The contractor will continue to assist the vendor with the development of the Highly Qualified Teacher (HQT) verification component of the EIS. The contractor will provide guidance to the Department as it considers the continued relationship with the third party vendor who has created the EIS. The contractor will also help to identify the ability of the EIS to be expanded for future uses within the Bureau of Credentialing as well as with other DOE functions. Applications due: Friday, July 19, 2013.

Contact: Marjorie Schoonmaker; (603) 271-3620; [Marjorie.Schoonmaker@doe.nh.gov](mailto:Marjorie.Schoonmaker@doe.nh.gov)

**C. Allocation of Emergency Management Performance Grant (EMPG) Funds for School Security Enhancements**

The New Hampshire Department of Safety through the Division of Homeland Security and Emergency Management (HSEM) is making funds available to enhance school building security. The purpose of this EMPG for Schools Program is to assist School Administrative Units (SAUs) with funding for projects that will improve and enhance their schools' physical security. Funds may be used for securing and controlling access points, extra security equipment and improving school security technologies. Each grant shall not exceed \$50,000 per SAU during this grant program's performance period of June 1, 2013 through September 30, 2014. Funds will be allocated on a first come, first served basis. For more information or to apply please go to [www.nhoodle.nh.gov/irc/?page\\_id=3504](http://www.nhoodle.nh.gov/irc/?page_id=3504).

Contact: Cindy Richard, EMPG Program Manager, (603) 223-3627,  
[cindy.richard@dos.nh.gov](mailto:cindy.richard@dos.nh.gov)

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## HEARINGS

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### A. Minimum Standards for Public School Approval, Ed 306

Ed 306 was approved by the State Board to enter rulemaking at their June 13th meeting. A public hearing will be held at 11:00 a.m. on August 19th in Room 15 at the NH Department of Education, 101 Pleasant Street, Concord, NH 03301. There will be a second public hearing at Lin-Wood Elementary School, 72 Linwood Drive, Lincoln, NH on September 9th. There is also the opportunity for the public to input testimony electronically at [www.education.nh.gov/legislation/ed306review.htm](http://www.education.nh.gov/legislation/ed306review.htm). This will continue through September 13, 2013.

Contact: Mary Mayo, (603) 271-3189, [Mary.Mayo@doe.nh.gov](mailto:Mary.Mayo@doe.nh.gov)

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## SCHOOL APPROVAL STANDARDS

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**This section applies to both public and non-public schools**

NH Administrative Rule Ed 306.28, Minimum Standards for Public School Approval, requires principals of schools with an approval status expiring June 30, 2013 to document compliance with all applicable standards including the submission of satisfactory health and fire inspections every five years.

E-mails have been sent to the superintendents and principals responsible for schools with an approval status that expired June 2013 who **have not** yet submitted the online 2012-13 *Input Based Accountability System (IBAS) Survey*.

These schools will be recommended for Conditional Approval until the Survey and related reports are submitted. The IBAS Survey can be accessed at <https://my.doe.nh.gov/myNHDOE/Login/Login.aspx>. The IBAS Survey requires the principal to complete the survey **and** the superintendent to approve it and submit it to the Department of Education.

If the principal or superintendent will be a different person for the new school year, it is important for the new person to work with the district's i4SEE coordinator to obtain access to the IBAS survey and other Department of Education Surveys.

Contact: Leslie Higgins, (603) 271-3759, [Leslie.Higgins@doe.nh.gov](mailto:Leslie.Higgins@doe.nh.gov) or  
Marie Morgan, (603) 271-4125, [Marie.Morgan@doe.nh.gov](mailto:Marie.Morgan@doe.nh.gov)

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## PROFESSIONAL DEVELOPMENT

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### A. OPEN NH Online Professional Development Courses

Registrations are now being accepted for the Summer Session of OPEN NH courses. The seven week, 35 hour online professional development courses began on July 10th and run through August 27th. Districts can also request the special delivery of any of our courses over a 7-8 week time frame of their choice. To request a special delivery course, a designated team leader should complete a Special Course Delivery Registration form, available online, and send it to the OPEN NH Project Coordinator for processing, or contact the coordinator.

OPEN NH offers a variety of group discounts for SAUs, districts, or schools. Deals include 25 seats in our seven week 35 hour online professional development courses for \$2,625 or

four seats for two teachers for \$440. The list of OPEN NH professional development courses offered during the upcoming OPEN NH sessions can be found on the Web site at: [www.opennh.org](http://www.opennh.org). OPEN NH is part of the NH e-Learning for Educators Project, a program of the New Hampshire Department of Education.

Teaching Enhancement courses for online course facilitation and online course development are available through the program. Visit the Web site for details. Graduate credits are available through Plymouth State University at additional cost.

Contact: Stan Freeda, (603) 271-5132, [Stanley.Freeda@doe.nh.gov](mailto:Stanley.Freeda@doe.nh.gov)

## **B. OPEN NH Self-Paced Tutorials**

### **a) Bullying Awareness and Prevention**

In an effort to assist schools in providing training for ALL school related employees, volunteers, substitute teachers and others, the Safe and Drug Free Schools and Communities Program and the NH e-Learning for Educators Project, both programs of the New Hampshire Department of Education, have developed a short online tutorial training on bullying awareness and prevention. This tutorial costs \$10.00 and covers basic issues surrounding bullying, the impact of cyberbullying, and the requirements of the New Hampshire Pupil Safety and Violence Prevention Act. Participants will earn a Certificate of Completion for 3 hours of professional development that will satisfy the required basic training in bullying awareness and prevention. For more information and online registration, visit <https://www.regonline.com/bullyingtutorial>. A complete 7-week course is also available through **OPEN NH**, and will be offered in future OPEN NH course sessions, or by special district cohort request.

### **b) Substitute Teaching: Tools and Tips for Success**

In an effort to assist schools in preparing potential substitute teachers for teaching in NH schools, the NH e-Learning for Educators, a program of the New Hampshire Department of Education, is offering a short online tutorial through OPEN NH. This tutorial costs \$25.00 and provides basic knowledge and skills necessary for being an effective substitute teacher. Proper preparation before substituting in a school or district will greatly increase the confidence and comfort level of substitute teachers working with students in the classroom. The tutorial provides a brief overlook of the situation in education today and prepares potential substitutes with an understanding of how teachers and students interact in our changing educational landscape. Basic skills and techniques for teaching lessons to students along with some strategies for managing behavioral issues are explored. Finally, the tutorial covers a basic understanding of the kinds of policies and procedures that schools must operate under, including the NH pupil safety policy involving bullying. For more information and online registration, visit <https://www.regonline.com/substitutetutorial>. In the future, NH e-Learning for Educators plans to offer a complete 7-week course for substitute teaching which will be offered in future OPEN NH course sessions, or by special district cohort request.

Districts may register cohorts of teachers in either or both tutorials at reduced cohort registration rates. For more information, visit [www.opennh.org](http://www.opennh.org) or contact the OPEN NH Project Coordinator.

Contact: Stan Freeda, (603) 271-5132, or [Stanley.Freeda@doe.nh.gov](mailto:Stanley.Freeda@doe.nh.gov)



**C. STAND UP 2013 New Hampshire**

On Friday, November 15, 2013, thousands of middle and high school students and teachers from across New Hampshire will come together at the Whittemore Center Arena on the University of New Hampshire's Durham campus for a one-day program to take a stand against all forms of bullying. During the day, students will discuss the issue, hear from inspirational speakers, and caucus to exchange ideas and discuss action plans for their schools. This rally was a call to action for students to take a stand against bullying! Admission is FREE. Space is limited. To register or for more information go to [www.standuptobullyingnh.org](http://www.standuptobullyingnh.org).

**D. NH Summer Statewide Educator Conference**

During this two-day conference, educators, administrators, higher education practitioners, policymakers, tech experts and more will come together to listen, talk, problem solve and learn. The work focuses on two main questions: "How can this transform instruction?" and "How will this support all learners?" Through a blend of breakout sessions, meet and greets with national experts and tech partners, maker faire fun and more, educators will have the chance to find the best path to support transforming instruction in their classroom and school. This summit is taking place July 24-25, 2013 at Keene State College. To register or for more information please go to [www.nhsummerconference.com](http://www.nhsummerconference.com).

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**DEPARTMENT STAFF UPDATES**

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**Andrea Somoza-Norton** has joined the Bureau of Integrated Programs as the consultant for Title III, Language Instruction for Limited English Proficient Students, K-12. Andrea has a B.A. in Education, a M.S. in Information Technology, and a Doctorate of Education in Leadership. She is Bilingual English-Spanish, other languages include Portuguese and Italian. Andrea has considerable experience in School Administration and English Language Learners. She can be reached at [Andrea.Somoza-Norton@doe.nh.gov](mailto:Andrea.Somoza-Norton@doe.nh.gov) or (603) 271-2034.

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**RESOURCES**

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**A. Guides for Developing Emergency Operations Plans**

On June 18, 2013, the White House released guides for developing high-quality emergency operations plans for schools, institutions of higher education (IHEs) and Houses of Worship. These guides align and build upon years of emergency planning work by the Federal government and are the first joint product of DHS, DOJ, ED and HHS on this critical topic. The guides are customized to each type of community, incorporate lessons learned from recent incidents, and respond to the needs and concerns voiced by stakeholders following the recent shootings in Newtown and Oak Creek and the recent tornadoes in Oklahoma. Schools, IHEs and Houses of Worship can use them to create new plans as well as to revise and update existing plans and align their emergency planning practices with those at the national, state, and local levels. The guides can be found at <http://rem.s.ed.gov/EOPGuides>.

**B. The NH National Guard Family and Child & Youth Programs**

The NH National Guard Family and Child & Youth Programs would like to introduce their programs and offer resources available to teachers and the military youth. They have many resources and connections throughout the state, who they partner with to provide a full array of services to our military families and youth, as well as school systems. For more information

contact Jennifer Hollidge, Lead Child and Youth Program Coordinator at (603) 715-3481 or [jennifer.l.hollidge.ctr@mail.mil](mailto:jennifer.l.hollidge.ctr@mail.mil).

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## OTHER

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### **2013 Spirit of New Hampshire Awards**

Help recognize outstanding volunteers, groups of volunteers, & organizations that promote the spirit of volunteerism in New Hampshire. For service award descriptions or to submit a nomination go to [www.volunteernh.org/html/2013SpiritNominationForm.html](http://www.volunteernh.org/html/2013SpiritNominationForm.html).

### **Edcamp Keene- August 9, Antioch University New England (8:00 a.m.-4:00 p.m.)**

Edcamp is an unconference designed specifically for educators. Unlike traditional conferences which have schedules set months in advance by the people running the conference, Edcamp has an agenda that's created by the participants at the start of the event. Edcamp strives to bring teachers together to talk about the things that matter most to them; their interests, passions, and questions. Teachers who attend Edcamp can choose to lead sessions on those things that matter, with an expectation that the people in the room will work together to build understanding by sharing their own knowledge and questions. Register at <http://edcampkeene.ticketleap.com/edcamp-keene-2013>. Cost is free.

### **Taking Professional Learning Communities (PLC) to the Next Level: A Focus on Results**

On August 6th & 7th, Dr. Richard Dewey will present an engaging, motivating and practical PLC Institute, "Taking PLCs to the Next Level: A Focus on Results," co-sponsored by NHASCD and held at Pinkerton Academy in Derry, NH. Teams will learn strategies and practical ways to focus on a shared vision for success and how to collaboratively collect and analyze data that will improve teaching effectiveness and student learning. To register or for more information go to

<http://www.cvent.com/events/aug-6th-7th-2013-plc-summer-institute-pinkerton-academy/event-summary-b2b9fe335b44414c8cb6bb99467bb5c1.aspx>.

### **Intent to Apply for an In-kind Grant**

The national award-winning nonprofit EduGuide is pleased to announce a temporary grant, supporting EduCash in-kind services, to help low- and moderate-income schools raise their FAFSA completion rates and build a college-going culture.

For the 2013-14 school year, the grant covers 87% of the \$7,500 per school cost for EduCash professional development, ongoing coaching, online tools, program materials, professional recognition and detailed reports. Each school contributes only \$1,000 for their share of costs.

A limited number of grants are available, and they will be awarded on a first-come, first-served basis for qualifying schools. For more information, please visit [www.educash.org](http://www.educash.org), or submit your intent to apply form by July 31, 2013 using grant code "Education13" in order to reserve your EduCash grant: <http://ht.ly/kGgrE>. You can also download a PDF of this application (<https://docs.google.com/file/d/0BzDglHv4MOjmX2hzRWWhOQU5Ya0E/edit?usp=sharing&pli=1>) and fax it to (517) 374-4092.